

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION  
JOB OPPORTUNITY  
CLERK**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees  
**Position:** Clerk  
**Location:** Business Office, Wallingford, CT  
**Job Posting No:** 108295  
**Hours:** Full-Time (80 hours biweekly) 8:00 A.M.-4:30 P.M.  
**Salary:** CL 08 \$32,783 - \$41,031  
**Closing Date:** May 12, 2014

**Examples of Duties:** Within the Business Office, this position is responsible for providing general clerical support to the entire Business Team, requiring some familiarity with state business processes and functions. Additionally, this position will provide and collect information from persons with developmental and intellectual disabilities, their guardians and assignment staff. Duties include but are not limited to:

**TYPING:** Enters and retrieves data on personal computers and computer terminals; types a variety of forms, cards, labels, envelopes, routine memos, etc.

**FILING:** Maintains logs; sets up and maintains records and files according to established procedures (e.g. alpha, numeric or chronological order); searches files for information.

**REPORT WRITING:** Compiles information from standard sources and prepares reports.

**INTERPERSONAL:** Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information or assistance over the telephone or in person (e.g. counter, reception/information desk).

**PROCESSING:** Copies and collates materials; prepares routine forms and correspondence making minor revisions and additions; receives, sorts and distributes mail; performs a variety of basic and repetitive processing tasks, e.g. sorts, numbers, codes and files materials, reviews materials for accuracy and completeness (ensures categorical information completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to senders or other work units; assists in or maintains inventory and orders supplies; performs related duties as required.

**Knowledge, Skills and Abilities:** Some knowledge of grammar, spelling, punctuation; basic skills in performing arithmetic computations; basic interpersonal skills; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering; ability to follow oral and written instructions; ability to file; ability to operate office equipment

Knowledge of working with and interacting with persons with developmental and or intellectual disabilities is preferred.

**General Experience:** Any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

**Preferred Experience:** Preference will be given to applicants with demonstrated experience working with and interacting with persons with developmental and or intellectual disabilities.

**Special Requirements:**

1. Incumbent may be required to possess and retain a valid Motor Vehicle license.
2. Incumbent may be required to travel.

**Character Requirements:** In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for appointment.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for All Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

**Send application materials to:**

**Department of Developmental Services — South Region  
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492  
Attn: Recruiter**

**Email:** [DDS.SR.Recruiting@ct.gov](mailto:DDS.SR.Recruiting@ct.gov) **Phone:** 203-294-5122 **Fax:** 860-920-3035

**Application materials can be emailed, faxed, or mailed**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.